

World Basic Information Library (WBIL)

Administrative Operating Procedure

General Comments about this Operating Procedure

This Administrative Operating Procedure interprets and describes how service regulations and procedures are applied to the WBIL Joint Reserve Virtual Organization (JRVO). In no way is this operating procedure intended to, or able to, supersede service regulation. If a procedure in this operating procedure is believed to contradict or overrule a service instruction or regulation, please point it out, immediately, to the WBIL Operations Officer so that any discrepancies may be resolved.

References:

- a. USAR 140-1, Army Reserve Mission, Organization, and Training, dated 1 October 1994.
- b. USAR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting records, dated 15 November 1979.
- c. CNRFINST 1001.5C - not approved as of 6 Feb 2001.
- d. MCO P1001R.1J, Marine Corps reserve Administrative Management Manual (Short title MCRAMM), 10 March 1999.
- e. AF Manual 36-8001, Reserve Personnel Participation and Training Procedures, dated 1 January 2000.
- f. AFI 36-8002, Telecommuting Guidelines for Air Force Reservists and Their Supervisors, dated 1 July 1998.

1. General Description of the WBIL project and Virtual Unit Organization

- a. The World Basic Information Library (WBIL) is an electronic research library located on the Virtual Private Network (VPN) called the Open Source Information System (OSIS). It is one of the Emerging Threat databases managed by the US Army Training and Doctrine Command's Foreign Military Studies Office (FMSO) at Ft Leavenworth, KS.
- b. Additionally the term "WBIL" is used to refer to the Joint Reserve Virtual Organization of military reservists that work to build the library by collecting, cataloging and archiving source documents.

c. WBIL personnel are assigned to a Virtual Team. Each Virtual Team has responsibility for collection of open source documents for a specific region, country or emerging threat issue. Each Virtual Team is led and managed by a Virtual Team Leader (VTL). Generally, Virtual Team Leaders are selected for their subject matter expertise of the designated region or emerging threat issue. Additionally, the VTL's have demonstrated a commitment to the WBIL project and an understanding of the mission and procedures for the collection of source documents.

2. Mission of the WBIL Project

The mission of the WBIL project is to collect, research and catalogue open source information documents in support of validated intelligence community and DOD requirements. Conduct research and translation as opportunities and interests present themselves.

3. Vision for the WBIL Project

a. The vision for the World Basic Information Library is to be the premiere open source collection and analytical tool for the Intelligence Community.

b. The vision for the Joint Reserve Virtual Organization's Virtual Reserve Teams is to be the premier organization for peacetime utilization of Reservists in exploitation of open source intelligence.

4. Duties and Responsibilities of the Virtual Team Leader.

a. Lead and manage your Virtual Team. You are their first line supervisor for collection management and compliance with production standards. Encourage team members to perform and produce.

b. Provide guidance and direction for collection tasks and research focus, and monitor the progress of the collection efforts.

c. Be a subject matter expert for the region or issue of your team's focus so that you may be able to provide guidance and direction to your team member on their collection efforts. This will be the result of past experience or as a result of working on the WBIL project.

d. Communicate with your team members via e-mail, telephone, postal letters and in-person. Remain apprised of their needs, interests and difficulties. If you are not able to resolve these issues, bring them to the attention of the WBIL Operations Officer or WBIL Admin.

e. Welcome new members to your team, learn their interests, capabilities and background. Determine their level of commitment for monthly hours to the WBIL project. This is reflected on the Statement of Commitment.

f. Monitor the work of team members and report progress to the WBIL Operations Officer no later than the 5th of the following month in accordance with the Monthly VTL Report in Appendix C below.

g. Monitor team member collection and production, via the review process and regular communication and the productivity reports on the Reserve Component Administration Page.

h. Monitor the reporting of team members' hours through their submission of monthly drill duty reporting.

i. Review all team entries for content (best possible source), format and accuracy.

j. Continue to make entries as often as you can.

k. Attend VTL meetings and participate in VTL teleconference calls.

l. Recommend Virtual Team Members for recognition as appropriate - Certificates of Achievement for 100 and 500 entries, Army Achievement Medal, Army Commendation Medal, service awards, etc.

m. Provide written input to Team Member's USNR FITREPs, USAR NCOER and OERs and USAFR Evaluations and USMCR FITREPS. A sample format of a letter input is provided in Appendix D.

n. Monitor entries for Executive Order (EO) 12333 violations and ensuring that his team members are aware of EO 12333 provisions.

o. Duties as assigned.

5. Duties and Responsibilities of the WBIL Project Member

a. Work in accordance with your Statement of Commitment and the guidance and direction from your Virtual Team Leader.

b. Inform your Virtual Team Leader of any problems, questions or issues that may arise. *Report address, phone, e-mail changes promptly to your VTL, WBIL Operations and WBIL Admin.*

c. Report dates, hours worked and type of work completed at the end of each month to your Virtual Team Leader so that he/she can forward it to the WBIL Operations Officer for reporting to the appropriate military service Reserve Command Headquarters. (See Appendix B)

6. Assignment to the WBIL Joint Reserve Virtual Organization.

a. USAR. All USAR personnel that are members of the WBIL JRVO will be attached to the FMSO for "Training Points Only". This will be accomplished by completing a DA Form 4651 that the FMSO office prepares. The FMSO office will send this form to the WBIL member after acceptance into the WBIL project and issuance of the initial training package.

b. USNR. All USNR personnel will be assigned to a VTU, and assigned in "an Additional Duty status" to _____ - in support of the WBIL project. (This subparagraph will be completed after the USNR approval of distance drilling instruction.)

c. USMCR. All USMCR personnel will be assigned to a MTU with duty on the WBIL project JRVO.

d. USAFR. All USAFR personnel will remain assigned to their USAF command. They will complete a Telecommuting Contract in accordance with USAF AFI 36-8002 and have it signed by the Director FMSO as the supervising Authority. Their USAF command will be the Approving Authority.

7. Acceptance and Accession process

a. The Reservist expresses interest to the FMSO (WBIL Operations Officer).

b. WBIL Operations Officer responds.

c. Reservist completes the Online application, attaches resume and sends to the WBIL Operations Officer.

d. Copy of the On-line application and resume will be forwarded to Ed Waller for creation of an OSIS account, copied to WBIL Admin (Ms Alice Mink).

e. OSIS account is provided to the WBIL Operations Officer.

f. WBIL Operations Officer sends the OSIS account and initial training package to new WBIL participant, copy sent to WBIL Admin.

g. WBIL Admin sends request for attachment orders, DA Form 4651, to new WBIL participant, USAR only.

h. New WBIL participant signs request for attachment orders, DA Form 4651, (USAR) and returns to the WBIL Admin.

i. New WBIL participant completes the initial training package steps.

j. WBIL Admin receives request for Attachment Orders (USAR only) and forwards to USAR PERSCOM or the soldier's unit if a TPU member.

k. New WBIL personnel inform WBIL Operations Officer when they have completed the initial training steps.

l. Upon completion of the initial training package requirements, the WBIL Operations Officer and new WBIL personnel discuss and mutually determine Virtual Team assignment.

m. WBIL Operations Officer assigns new personnel to a Virtual Team.

n. The Virtual Team Leader (VTL) is informed of the new personnel assignment and a copy of the individual's resume and biography sent to the VTL.

o. WBIL Operations Officer requests System Administration (Mr. Steve Gerecke) send an OS-mosis account to the new WBIL personnel.

p. New WBIL personnel send a completed Statement of Commitment (Appendix A) to WBIL Operations Officer.

8. Assignment to a Virtual Team.

a. Each member of the WBIL project is assigned to a Virtual team. Upon acceptance into the WBIL project JRVO each member is assigned to the "Bullpen" Team, the Virtual Team Leader of which is the Program Manager and Operations Officer.

b. Upon completion of the initial training and upon issuance of an OS-mosis license and Project Tasking Overlay the WBIL JRVO member is assigned to a Virtual Team. The decision for team assignment is based upon the WBIL project JRVO member's interests, skills and abilities and the needs of the WBIL project.

9. Statement of Commitment.

a. All members of the WBIL project JRVO will sign the Statement of Commitment. A copy of the WBIL Project Statement of Commitment can be found in Appendix A and on the RC Admin page at URL: <http://fmso.osis.gov/rcadmin.htm> This form will be completed, signed and faxed (913-684-4701) or mailed to the WBIL Operations Officer (101 Meade Avenue, Ft Leavenworth, KS 66027) and a copy to the Virtual Team Leader upon assignment to a WBIL Virtual Team. This will indicate the number of hours of work the Reservist will commit to the WBIL project. It also provides an explanation or description of the WBIL project, scope of work and service and individual responsibilities in this manner of duty performance.

b. The USAFR Telecommuting contract will serve the same purpose as the WBIL Project Statement of Commitment and is acceptable in lieu of the WBIL Project Statement of Commitment.

10. Reporting of Drill Duties, Awarding of Drill Credits

a. USAR Personnel

(1) USAR-IRR. WBIL project JRVO members that are in the USAR-IRR will report their duty hours by e-mail at the end of each month to their Virtual Team Leader (VTL). The VTL will forward it to the WBIL Admin Operations Officer. The WBIL Admin Officer will then prepare a DA Form 1380 indicating the date, hours and type of work performed. This form will be signed by the FMSO and the original sent to the USAR PERSCOM, St Louis, MO. A copy will be mailed to the WBIL member and a copy kept at the FMSO office.

(2) USAR-IMA. WBIL project JRVO members that are in the USAR-IMA will report their duty hours by e-mail at the end of each month to their Virtual Team Leader (VTL). The VTL will forward it to the WBIL Operations Officer. The WBIL Admin Officer will then prepare a DA Form 1380 indicating the date, hours and type of work performed. This form will be signed by the FMSO and the original sent to the USAR PERSCOM, St Louis, MO. A copy will be mailed to the WBIL member and a copy kept at the FMSO office.

(3) USAR-TPU. WBIL project JRVO members that are in the USAR-TPU will report by e-mail their duty hours by e-mail at the end of each month to their Virtual Team Leader (VTL). The VTL will forward it to the WBIL Operations Officer. The WBIL Admin Officer will then prepare a DA Form 1380 indicating the date, hours and type of work performed. This form will be signed by the FMSO and the original sent to the WBIL JRVO member's Training Program Unit (TPU) for crediting to their record. A copy will be mailed to the WBIL member and a copy kept at the FMSO office.

b. USNR Personnel.

(1) USNR-IMA assigned to a VTU. WBIL project JRVO members that are in the USNR and assigned to a VTU will report their duty hours through their VTL and copied to the WBIL Operations Officer at the end of each month. They will use a USNR Form _____ indicating the date, hours and type of work performed. This form will be signed by the FMSO and the original sent directly to the WBIL JRVO member's VTU for crediting to their record. A copy will be mailed to the WBIL member and a copy kept at the FMSO office.

(2) USNR-IMA assigned to an IVTU (This paragraph will be completed upon approval of USNR instruction, CNRF 1001.5C).

c. USMCR Personnel. USMCR Members assigned to a MTU. WBIL JRVO members that are in the USMCR will be assigned to a Mobilization Training Unit (MTU) and will report by e-mail their duty hours through their VTL and forward to the WBIL Operations Officer a USMCR Form TBD indicating the date, hours and type of work performed. This form will be signed by the FMSO and the original sent directly to the WBIL JRVO member's MTU OR TO THE USMCRSC for crediting to their record. A copy will be mailed to the WBIL member and a copy kept at the FMSO office.

d. USAFR Personnel.

(1) USAFR-IMA. WBIL JRVO members that are in the USAFR-IMA will report by e-mail at the end of each month to their Virtual Team Leader (VTL). The VTL will forward it to the WBIL Operations Officer. USAFR personnel will complete and sign the Telecommuting Contract and forward it to the FMSO for signature by the Director FMSO as the supervising authority. The Telecommuting Contract will be sent to the MAJCOM for approval and issuance of orders. Orders pursuant to the Telecommuting Contract will be issued in response to USAF Form 49, "Request for Manday Orders", signed by the USAFR member, signed by FMSO and then approved by the MAJCOM.

(2) For Manday Orders the USAFR personnel will complete and sign an AF Form 49, Request for Manday Orders and fax it to the WBIL Operations Officer. The original will be sent to the WBIL JRVO and a copy kept at the FMSO office. This form will be signed by the FMSO and forwarded to the member's unit of assignment (eg. AIA, DIA, ACC, etc.), ensuring credit to their record. The MAJCOM will fax an approved AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour to the USAFR-IMA. USAFR personnel will complete days authorized on order and submit AF 938 with blocks 38, 40 and 41 completed and signed to FMSO. The Director of FMSO or an authorized representative will complete and sign blocks 43 through 46 and return to the USAFR-IMA. USAFR personnel will submit the completed AF 938 to his/her appropriate pay office for points crediting and pay.

(3) For Inactive Duty Training (IDT), USAFR personnel will use AF Form 40a and send via fax to the WBIL Operations Officer at 913-684-4701. These actions must be completed within two days of the completion of duty. The AF Form 40a will be returned to the USAFR personnel by the WBIL Operations Officer and the USAFR personnel will submit the form to the appropriate pay office for points crediting.

11. Annual or other Periodic Evaluation Reporting.

a. Every effort will be made by the WBIL project JRVO chain of command to recognize the good work and duty performance of the WBIL personnel via the formal and official evaluation reporting system of the member's military service.

b. Virtual Team Leaders will track reporting periods and prepare written input to the WBIL member's periodic evaluation (NCOER, OER, FITREP etc.). A sample letter input to this periodic evaluation is provided in Appendix D.

12. Awards, Recognition and Competition

a. It is the intent of the WBIL project to recognize and award superior performance and service.

b. The WBIL project has the principal mission of collection of open source documents. Certificates of Achievement will be presented to each member upon their completion of their first 100 entries and 500 entries into the WBIL library.

c. Superior collection and production achievement, performance and service will be recognized by the U.S. Army award system administered by the Combined Arms Center, Ft Leavenworth, KS. The Commander of the Combined Arms Center has authority for approval of the Army Achievement Medal, the Army Commendation Medal and the Meritorious Service Medal. The Commander, US Army Training and Doctrine Command must approve other awards.

d. All personnel are eligible for awards and recognition and may recommend a member of the WBIL project, although the Virtual Team Leader is expected, as the principal supervisor, to recommend members of their team for recognition.

e. WBIL Project participants are also eligible for recommendation and receipt of their own military service's awards in accordance with those service's regulations. The WBIL JRVO leadership will support recommendations for individual service awards.

f. WBIL Team Competition.

(1) On a monthly basis WBIL team production will be recognized. The formula for "scoring" team production will consider both number of entries produced and number of hours worked by the team members. The formula is as follows:

Monthly Best WBIL Team = (Total Number of entries divided by number of Team members)
X (number of hours participating divided by number of Team members)

e.g. If Team X has 8 members, and those 8 members produce 450 entries during the month and they work a total of 96 hours their score is:

$$\frac{450 \text{ entries}}{8 \text{ members}} \times \frac{96 \text{ hours}}{8 \text{ members}} = 56.25 \times 12 = 675$$

Meanwhile another Team Y with 6 members who produce only 300 entries and work a total of 108 hours has a score of:

$$\frac{300 \text{ entries}}{6 \text{ members}} \times \frac{108 \text{ hours}}{6 \text{ members}} = 50 \times 18 = 900$$

A third Team Z with 6 members produced only 280 entries, one member is working on a production project and does not collect a great deal, but they work a total of 112 hours has a score of:

$$\frac{280 \text{ entries}}{6 \text{ members}} \times \frac{112 \text{ hours}}{6 \text{ members}} = 46.67 \times 19 = 886.7$$

13. Telephone Calling Cards

As a means to encourage the VTL to communicate with their Virtual Team members each VTL will be provided telephone calling cards, as funds permit. The FMSO will issue these calling cards to each VTL. The VTL is responsible for using the card only to call their team

members or otherwise conducting WBIL project business. A record of calling card usage will be maintained using the WBIL telephone Card Usage Log in Appendix E. This form will be returned with the expired card to the FMSO once the card has been fully expended or the VTL changes duty position with the WBIL project.

14. Recommendations and Changes

Recommendations for changes to this operating procedure, or any other aspect of the WBIL project, are always welcome and will be thoughtfully considered. These should be brought to the attention of the WBIL Operations Officer or Administrative Officer at 913-684-5963 or 913-684-5964 respectively or by e-mail to karl.prinslow@leavenworth.army.mil.

15. Point of Contact and OPR. The POC and OPR for this operating procedure is the WBIL Operations Officer, 913-684-5963.

KARL E. PRINSLOW
WBIL Operations Officer

Appendix A. Statement of Commitment for US Army Reservists and National Guard

Reserve Virtual Team Statement of Commitment

The following constitutes an agreement between:

Dr Graham H. Turbiville, Director, FMSO, Deputy Chief of Staff for Intelligence (DCSINT), USA Training and Doctrine Command (TRADOC) (Supervisor/Approval Authority) and _____ (Reservist) agree to the terms and conditions of the telecommuting program as outlined below.

My Telecommuting commitment will be: (initial by your time commitment)

_____ 4 hours per month

_____ 8 hours per month

_____ 12 hours per month

_____ 16 hours per month

1. I, _____ (name) agree to adhere to the applicable guidelines, policies, and procedures of the WBIL telecommuting program. I recognize that the telecommuting arrangement is not a right but a complementary tool the US military may use to accomplish work. It is understood that under the provisions of this agreement I am authorized to perform virtual drills at home or another location selected by me.

2. I will discuss with the assigned Virtual Team Leader (VTL) on behalf of the approval authority/supervisor to develop and/or amend performance agreements for work performed on the WBIL project. I will complete all assigned work according to work procedures mutually agreed upon by the approval authority/supervisor, and me, in this agreement.

3. Participation in telecommuting does not change my official duty status. Applicable service regulations and instructions and any existing service telecommuting pamphlets govern all pay and reimbursements.

4. Where applicable, I agree to document and submit to the approval authority/supervisor for endorsement, any changes in the work agreement.

5. I understand that I must ensure a safe and healthy work environment exists and make my telecommuting work site free of work related safety and health hazards.

6. I understand that, document or work product developed in Reservist telecommuting is the sole property of the US Government.

7. During telecommuting the Virtual Team Leader and approval authority/supervisor may check progress via telephone calls, electronic mail or other available means.

8. I agree not to conduct personal business while in official duty status at the telecommuting workplace.

9. I acknowledge that while telecommuting, I am subject to the Uniform Code of Military Justice during the duty hours specified in my active duty orders, or the inactive duty hours reflected on my service reporting form.

10. Equipment.

a. The Government retains ownership and control of all hardware, software, and data associated with Government owned and issued systems.

b. Government equipment is FOR OFFICIAL USE ONLY. Installation, repair and maintenance are at the sole discretion and direction of the issuing organization.

c. I agree to protect any government owned equipment, to prevent the use by others, and to use the equipment only for official purposes.

d. I understand that I must have Designated Approval Authority approval before installing any hardware or software on Government systems.

e. I agree to install, service, and maintain any privately owned equipment at my sole risk and responsibility.

f. The government does not incur any cost or liability resulting from the use, misuse, loss, theft, or destruction of privately owned computer equipment or resources.

g. The military services strongly encourage use of local numbers for remote network access and long distance phone calls.

h. I must comply with DOD and service security procedures and ensure security measures are in place to protect the equipment from damage, theft or access by unauthorized individuals.

i. Access to sensitive (e.g. Privacy Act, FOUO, and classified) documents, data, records, etc. on government equipment must be consistent with all DoD and military service directives and instructions. Private equipment may not be used to access or view classified information or Privacy Act data.

j. I am responsible for providing security against loss due to malicious logic and, physical or virus loss, theft, or damage. Anti-virus software is available and provided by FMSO for both government and privately owned computers.

k. If telecommuting requirements terminate, I must immediately return government owned hardware, software, data, and cancel all telecommunication services that the government provided.

11. Specific telecommuting project details:

a. Scope of work (Description of project):

(1) To expand the content of the World Basic Information Library (WBIL), an electronic research library focusing on country and regional studies in support of validated intelligence community requirements, and support to the Emerging Threat intelligence requirements of the US government, DoD and Unified Commands. The WBIL is located on the Open Source Information System (OSIS), which is a virtual Private Network (VPN) operated by the Community Open Source Program (COSP). This research library structure is based on the Military Capability Studies requirements, the CIA World Factbook and the FIRCAP. The WBIL project is a Joint Reserve Virtual Organization managed and maintained by the US Army's Foreign Military Studies Office (FMSO) a Directorate of the Deputy Chief of Staff for Intelligence (DCSINT), US Army Training and Doctrine Command. Many sectors of all the uniformed services, the US Departments and agencies, Unified Commands, and the Intelligence Community at-large, all use the WBIL library.

(2) The Emerging Threat Joint Reserve Intelligence Program (JRIP) is a project that uses the Joint Reserve Virtual Teams in a program by which Reservists collect, catalogue and archive Open Source information in support of Intelligence Community (IC) requirements, especially in support of the Unified and Specified Commands. The Joint Reserve Virtual Teams dimension of the Emerging Threat JRIP is one that supplements and complements the research and production teams at the JRIC in Phoenix and others to be established in the out years. The Reservists work on virtual teams via telecommuting.

b. Projected deliverables: Based on assigned research categories and research databases, the reservist will collect and prepare unclassified intelligence articles for submission into the WBIL. Once accepted, these articles will be accessible to all-source intelligence analysts worldwide.

c. Estimated amount of time to complete the project: During the course of an 8 hour workday, FMSO expects no less than eight articles to be input, depending on size and complexity. An expected standard of four entries per hour has been found to be reasonable for an experienced participant.

d. Projected beginning and end dates: Projected start date is _____.
Estimated end date is _____.

e. Type and number of pay days estimate: None, except as provided on an exception basis. MPA mandays may be available through individual service programs.

f. Reservist resource requirements: None

g. Reimbursable expense type and estimate, if required (SF 1164): None

h. Progress report requirements: Reserve Virtual Team Leader/Supervisor will provide an informal Letter of Evaluation annually to Reservist.

i. I have read Executive Order 12333, Intelligence Oversight. I understand its restrictions and prohibitions and agree to comply with its guidelines. Executive Order 12333 for Intelligence Oversight is available at <http://www.fas.org/irp/offdocs/eo12333.htm> Assistance in the form of Frequently Asked Questions is available at http://www.dami.army.pentagon.mil/offices/dami_ch/io/faq/body.html

j. Additional remarks: This agreement is between the Director FMSO and myself and does not negate any service requirements for service or other command specific telecommuting agreements.

Reservist's Signature

Date

Director FMSO Signature

Date

Appendix B. Monthly WBIL Duty Reporting Form

See the following format for reporting monthly drill duties by e-mail.

To: Virtual Team Leader (VTL)

1. Request you submit this Drill Credit Report to the WBIL Admin Officer for the following dates and hours.

3 Nov	2.5 hours	- Completed CALL Internet search training course. Exploited assigned South African publication. (7 entries)
11 Nov	3 hours	- Researched terrorist groups in RSA. (3 entries)
12 Nov	1.5 hours	- Exploited TEC website exploitation. (2 entries)
17 Nov	2.5 hours	- Exploited assigned South African publication. (12 entries)
18 Nov	3.5 hours	-Researched and exploited INS website. (6 entries)
27 Nov	3.0 hours	-Updated OS_MOSIS software, conducted virtual team telephone conference call, Re: Terrorist Groups in Africa. (4 entries)

2. Narrative Comments: I had a virus problem to remedy, which presented me from working for almost a week. It is now corrected. Per our discussion on 27 November I will add exploitation of Globe and Mail weekly journal reports to my assigned collection task.

John Smith
YN2 USNR
WBIL Southern Africa Team Member
Phone 913-684-5963

Appendix C. Monthly VTL Report

This is a sample VTL report. It contains record of who is contributing most, who needs assistance, who should be recommended for awards, and what identify problem areas exist, etc.

TO: WBIL Operations Officer

SUBJECT: Monthly VTL Report, WBIL Team _____

Team Name: _____

<u>Name</u>	<u>Status</u>	<u>Hours Worked</u>	<u>Entries Prepared</u>	<u>Research Focus</u>	<u>Collection Task</u>
Smith	G	16	64	Angola	Southern Africa Monthly
Jones	G	16	58	Namibia	Journal of Southern Africa
Mooney	A	8	30	Zambia	none
Crow	G	18	90	RSA	Salut, SANDF pubs
Jackson	G	20	65	Zimbabwe	Journal of Zimbabwe Modern Africa History
Monroe, VTL	G	16	45	Mozambique	Port. Journal of Lusophone Africa

PROBLEMS:

Jones - hard drive crash

Mooney will be on active duty for 179 days and requests to be “inactive” status

COMMENTS:

Africa Team A has completed: LOCCS for countries X, Y, Z; Journal X for Jan to June 2000.;

Mooney requests Annual Training 16-31 July at FMSO. His DA Form 1058 will be faxed.

RECOMMENDATIONS:

Crow 100 entry Certificate of Achievement

Monroe Army Achievement Medal, 1000 entries and completion of study of P.O. training in country Y.

I recommend the following change to OS-MOSIS software:_____.

[sign]

James Monroe

Virtual Team Leader

Appendix D. Sample formats for Annual Evaluation Input.

Foreign Military Studies Office
101 Meade Avenue
Fort Leavenworth, KS 66027

September 20, 2000

Lt. Col. William Rowe, USAF
Commander, 153th Intelligence Squadron
3811 Baffin Island Drive
Kelly AFB, TX 12345

Dear Colonel Rowe:

This is to inform you of the superior duty performance of MAJ Paul Peterson, 123-45-6784, of your command during his intelligence research work this past year.

MAJ Peterson is an exceptionally professional officer who has demonstrated thorough understanding and keen insights into the operational needs of the Army in the PACOM Area of Responsibility, and its support of national security interests. As a researcher on the World Basic Information Library (WBIL) project MAJ Peterson planned, organized and prepared input to the intelligence community's World Basic Information Library (WBIL), located on the Open Source Information System (OSIS). MAJ Peterson incorporated a wide range of information resources involving current issues in the name of country of research focus. These efforts greatly expanded the coverage of the WBIL database, broadening its depth in the name of country of research focus and the Emerging Threat issues. During this twelve month he collected and cataloged over 700 source documents for inclusion in the library.

MAJ Peterson also has full potential to continue service as a Commander and senior staff officer in the fields. He is ready now for greater responsibilities within (the name of unit or command or military service) and the Unified Command staff. MAJ Peterson is a fully qualified candidate for the Active Guard Reserve (AGR) program, utilizing his experiences to the greatest benefit of his military service.

Signed

Joseph N. Charge
Lieutenant Colonel, USAFR
Virtual Team Leader
World Basic Information Library

Appendix E -- WBIL Telephone Card Usage Log

[illegible]

Appendix F. Welcome Letter to Potential WBIL Reservists

FOREIGN MILITARY STUDIES OFFICE
WORLD BASIC INFORMATION LIBRARY
101 MEADE AVENUE
FORT LEAVENWORTH, KANSAS 66027-2322
913.684.5963 or DSN 552.5946; FAX 913.684.4701

[DATE]

[Name]
[Street Address]
[City, State Zip Code]

Dear [insert rank and name],

Welcome to the World Basic Information Library (WBIL) and the Joint Reserve Virtual Organization! I am Karl Prinslow, and our office is the managing and executive agent for the WBIL program. I am excited about bringing you on board! This letter will provide you some administrative information and a short, at-home, initial training program that you need to complete in order to get started.

Firstly, in an attached enclosure, you will find your Open Source Information System Global Dial Service (OSIS GDS) Login/User ID and Password. You will use this frequently during this initial process. Ignore all information that has been crossed out.

Secondly, to work with the WBIL you need to have access to the following computer hardware and software:

Computer Hardware: Computer, with hard drive and modem, which is able to retrieve information from the Internet with a speed of, at least, 28.8 kilobytes per second. This computer must also have a CD drive and at least 4 MB of free hard drive space for the Phone Access Lookup (PAL) software utility and the OS-MOSIS software application. Note: If you *do not* have a CD drive, or if you *do* have a Macintosh system, please call for individual instructions.

Computer Software: 1) Windows 95 or higher operating system, 2) Antivirus application such as Norton Antivirus or MacAfee, 3) Microsoft Internet Explorer (outside of AOL's internal Microsoft Internet Explorer), 4) Adobe Acrobat, and 5) Win Zip. If you do not have these programs, please download them from the enclosed WBIL CD. The programs will take approximately 53 MB of space on your hard drive. The WBIL CD also contains government-provided Internet links for free antivirus software updates.

Thirdly, while you are getting connected to the Open Source Information System (OSIS), here are the names and phone numbers of people who will assist you:

Mr. Ed Waller, Virtual Team Leader for new WBIL personnel 703.494.8166
rew@center.osis.gov

Mr. Karl Prinslow, WBIL Program Manager 913.684.5963
[General program questions and policies] karl.prinslow@leavenworth.army.mil

[Initial connectivity and training questions] wbilops@leavenworth.army.mil

1SG Mike Keltner, US Army National Guard, WBIL Admin Officer 913.684.5950
[Administrative questions on orders, points, etc.] wbiladmin@leavenworth.army.mil

If you encounter any difficulties with your initial set-up and training process, please contact one of us. Be sure to ask us to call you back, at your number, so that you will not have to spend your money on long-distance phone calls.

Lastly, one of your enclosures is an initial set-up and training packet, which includes a WBIL CD. The instructions in the training packet will take you, step by step, through downloading and installation of the various software files from the CD, through connecting to the OSIS web site and network, and through completing the training courses and tutorials. For the WBIL initial training program tutorials, we advise that you run the tutorial or training program with the WBIL CD, from your CD drive.

We look forward to your service with the WBIL Joint Reserve Virtual Organization and greatly value the expertise that you will bring to the research we provide the intelligence community and Unified Commands. We know that this new means of service will be a rewarding and beneficial element of your career as well.

Sincerely,

Karl E. Prinslow
WBIL Program Manager

Enclosures:

- OSIS GDS User ID and Password
- OSIS/WBIL Instruction Booklet w/CD
- WBIL Administrative Operating Procedure
- Article entitled, "Effectively Using Search Engines"
- Article entitled, "Pathfinder Puts Two and Two Together"

